

MINUTES
PLANNING & ZONING COMMISSION REGULATORY REVIEW COMMITTEE

Wednesday, November 30, 2011

Conference Room B, Audrey P. Beck Municipal Building

Members present: M. Beal, K. Rawn

Others present: L. Painter, Director of Planning and Development; Curt Hirsch, Zoning Agent

Call to Order

Chairman Beal called the meeting to order at 1:16 p.m.

Approval of Minutes

11-16-11- No action was taken on the minutes due to number of members in attendance.

Review of Priorities Established at November 16, 2011 Meeting

Beal and Rawn concurred with the summary of priorities prepared by Painter based on discussion at the previous meeting: (1) Miscellaneous corrections/clarifications requested by Zoning Agent; (2) Live Music/Entertainment; (3) Low Impact Development

Zoning and Subdivision Regulation Issues Under Consideration

Review of Draft Regulations

Painter distributed a handout with proposed text changes related to the following:

- Incorporation of subdivision driveway regulations
- Corner visibility requirements
- Permit requirements for children's playground equipment
- Special event signs

After discussion, the members present recommended the changes/clarifications:

- *Residential driveway criteria.* Add language to clarify that this section only pertains to new driveways built as part of the construction of a one or two family home.
- *Playground equipment.* Add language to clarify that equipment must meet accessory structure setback requirements.

Discussion with Zoning Agent

The following items were reviewed with the Zoning Agent:

- *Portable Storage Containers.* Discussion ensued regarding draft language distributed by Painter. Members recommended that maximum time frame be limited to one year (initial 6-month period with ability to renew for one additional 6-month period) and that containers be set back a minimum of 10 feet from property lines. Painter will check with Building Official and Fire Marshal to determine if there is a minimum separation requirement between storage unit and building.
- *Donation Collection Boxes.* Members discussed areas where these boxes have become issues (Four Corners, Mansfield Center, Stafford Road) and requested that Painter work on regulations that address permit requirements, setbacks and property owner maintenance for the next meeting.
- *Registration signs for youth teams, special programs, etc.* RRC confirmed at the last meeting

that these types of signs do not qualify as special event signs; however, the members present thought they should be allowed with time restrictions. Painter to draft regulations for next meeting that would allow registration signs up to 14 days before event registration begins; removed within 7 days after registration ends; total time not to exceed 60 days; and limit to private property-one per property.

- *Animal rescue shelters and companion animal training.* Hirsch discussed previous complaints received. Members identified health and noise as primary concerns and requested additional information on town ordinances/regulations regarding keeping of animals for next meeting. If other town regulations do not address concerns previously raised, Painter and Hirsch will work on standards similar to those used for agricultural animals, and those used by other communities, such as limitations on the number of dogs that can be kept as pets.
- *Additions to and reconstruction of non-conforming structures.* Hirsch reviewed examples of additions to non-conforming structures that have been forced to obtain variances. Members agreed that additional flexibility was needed and requested that Hirsch and Painter draft language for review at next meeting. Hirsch also indicated that after reviewing the existing language on non-conforming structures, no further clarification was needed regarding ability to reconstruct a non-conforming structure.
- *What constitutes cooking facilities in an efficiency unit/dwelling unit.* After reviewing the definition of dwelling unit, Hirsch determined that no change was needed at this time.

Community Challenge Planning Grant

Painter reviewed the scope of work for the recently awarded grant, which includes three projects to be completed over the course of three years: (1) Sustainable Design and Green Building Action Plan; (2) Housing and Economic Development Strategy; and (3) Rewrite of Zoning and Subdivision Regulations. Painter noted that some of the items originally on the Regulatory Review Committee's list for 2012 will be addressed through the grant projects, so some changes to priorities/projects may occur.

Future Meetings

Painter reminded the members that the next meeting is scheduled for December 14, 2011 in the Council Chambers.

Adjournment

The meeting was adjourned at approximately 3:08 p.m.

Respectfully submitted,

Linda M. Painter, AICP